

These are the minutes of the Regular Session of the City of Adams, WI held on February 6, 2012 in the City Municipal Building.

Meeting was called to order by Mayor Baumgartner. On roll call were Alderpersons Jensen, Kierstyn, Manthey, Marti, Scott, Suhr, Mayor Baumgartner, Administrator Ellisor and Attorney Pollex. Chief Hanson was excused.

The Pledge of Allegiance was recited.

Motion by Suhr, second by Jensen to approve the minutes of the January 23, 2012 Regular Session, the Public Hearing and the Special Session both held on February 1, 2012 meeting as printed. Roll call vote, all voted aye.

Petitions and Communications: None.

Report of Standing Committees:

Policy & Procedure Committee

Motions were made to approve the minutes of the December 7, 2011 meeting as printed.

Attorney Harvey reviewed the process of the ordinance codification. He explained that draft installments will be sent for Department Heads and Committee Members to review. When all changes are made, he will schedule on-site conferences and go through them chapter by chapter explaining reasons for all changes. He will also explain the “just in case” ordinances that he will be including.

The Personnel Administrative Policies Handbook will be reviewed at the next meeting.

Report of City Officers:

Mayor Baumgartner: Reported that we received a letter and a picture of the tree that we sponsored along with the Historical Society and the Railroad Club. The tree was won by Michelle Puerling. The Centennial Committee will meet Thursday, February 16th at 6:00P.M. As a recap of the Public Hearing, we got a lot of positive feedback and what we are looking for now is a Leadership Board which would be a Community Lead committee. Administrator Ellisor stated that the Leadership Committee would not be saddled with an immense amount of work, they function in the form of a Steering Committee overseeing the process. That Committee encompasses a good cross-section of the community representation such as Businesses, Schools, Real Estate Agents, and Newspaper. Marti stated that the committee would also include the business owners. Mayor Baumgartner stated it’s a positive new direction and how we present ourselves. With guidance from the consultants, the Committee is Community Lead and community steered. Its community volunteered and the groups that do a lot of the work. It can have a positive impact on the community as a whole and the County. If anyone has any questions they should contact us.

Administrator Ellisor: Reported on the alley paving project the bid packages are in preparation for that. Bid advertising will go out this week for the EDA Project, South Business Park and bid returns are due back on February 23rd at 2:00P.M. He is unsure if they will be opened here or at MSA and will get back on that. Mayor Baumgartner wanted to clarify that what was passed at the last Council meeting on the bid for alleyways, was only for engineering services with MSA. There is not a lot of engineering needed so we should come in well below that.

Attorney Pollex: Reported he has pre-trials coming up next week and trials the following week.

New and Unfinished Business:

Housing Authority Contract – Status. Mayor Baumgartner stated that we have made contact and proposed a nominal incremental increase for this and they will be taking it to their next meeting this month. Hopefully we will have an updated contract in the next month for the next Council meeting. Administrator Ellisor stated this is a payment in lieu of tax agreement (PILOT) with the Housing Authority. It's the complex near the school, across from the high school. It (the PILOT) goes back to originally to the 1970's. It had been at a low amount for a long time and three years ago, it was negotiated from \$3,400 what it was originally at to \$11,000. He stated, it was a difficult sell because there was not a lot of leverage to get that increased amount because of how the language was drafted years ago. They meet at the County this Wednesday, and see if the three year agreement at \$11,000 with a 3% incremental increase each year is agreed to.

Motion by Kierstyn, second by Suhr to Approval of Cross Connection Control Plan and to Adopt Ordinance 02-2012 Relating to Cross Connection Control. Administrator stated that the ordinance is an amendment and matches up to the statutory changes and updates passed. The Plan is a new item and is a method of operation and a process trying to eliminate cross connection in the system and lays out the procedure. Bob Berry has been working with Rural Water to get it in place. Marti questioned the list of inspectors, if we hire them out or use our employees. Administrator Ellisor stated that we are looking at that right now and it will come before the Public Works Committee for discussion. What we have done the last few years is once it can be inspected by staff, lots of them have been. We are going through that program right now, Bob Berry is training Brian Shekels when they change out meters is a good time to inspect them. The larger industry systems are more complex and more then we can take on. It is something that we will be looking at. These programs have been in place for years and it's good that we are getting a handle on it here for our system. **All voted aye.**

Motion by Marti second by Jensen to Adopt Ordinance 03-2012 Relating to Private Well Abandonment. All voted aye.

Mayor Baumgartner stated as recently as last year we talked about updating our Code of Ordinance, as it hasn't been updated since 1993 and we did get a proposal for \$5995.00. The Attorney that did the original codification was at the meeting. She asked Clerk Winters for an update. Clerk Winters stated that Community Code Service is the same firm that did our codification in 1993. The cost of the codification is \$5995.00 and \$6000 was approved in this year's budget. The Electronic Version will give us the capability of downloading it, so that we can make the adopted ordinance changes, and also the availability of putting the ordinance book on our website. Back in 1993 the CD was not purchased. I scanned the entire ordinance book which was in DOS format, so that we could easily make the changes for the book. The Codification process will probably take approximately six months. The \$1600.00 for the Electronic Version, if Council chooses, could wait until the 2013 budget. In the interim of the codification completion, and the purchasing of the Electronic Version, any ordinances that are adopted, my department would wait to make the changes until the Electronic Version is received. Mayor Baumgartner asked if we already started the process as she was not at the meeting and didn't know if we got ahead of ourselves. Clerk Winters stated that Attorney Harvey was here and informed the committee what the process would be. Manthey stated that at the meeting she felt it was the consensus of the committee that the \$1600 was important now instead of addressing it at another time. Kierstyn stated it should include not to exceed \$8,000. **Motion by Manthey second by Marti to Approve the Agreement with Community Code Service for Ordinance Codification not to exceed \$8,000. All voted aye.**

Mayor Baumgartner reported with the resignation of Mr. Ranta she would like to appoint Joe Kierstyn to fill the remaining two year term to the Planning Commission. She is waiting for a reply for the Public Works appointment as neither wanted both. **Motion by Manthey, second by Scott to Approve the Mayoral Appointment of Joe Kierstyn to the Planning Commission. All voted aye.**

Motion by Suhr, second by Jensen to Approve Payment of Bills. All voted aye.

Motion by Jensen, second by Scott to adjourn. All voted aye.

Meeting adjourned at 6:22 P.M.

Respectfully Submitted,

Janet L. Winters, CMC, WCMC
Clerk/Treasurer